

CE(OFFICE SYMBOL)

DATE

MEMORANDUM FOR (CANDIDATES TO BE INTERVIEWED)

SUBJECT: Leadership Strengths Interview (LSI)

1. You are among the best-qualified applicants for the position of (INSERT JOB TITLE) at the U.S. Army Corps of Engineers, (INSERT LOCATION). To help us learn more about you, we have contracted with Gallup, Inc. to conduct leadership strength interviews.
2. In 1987, senior leaders of the Corps decided to find a way to measure leadership when selecting senior executives. Subsequently, a telephonic, structured interview instrument was developed by Gallup and validated by representatives of the Merit Systems Protection Board (MSPB). The interview, which takes approximately one hour, is conducted by Gallup and tape recorded. The information is analyzed by a consultant and an assessment of leadership strength is derived. In filling vacant positions, the information supplements existing candidate information, constituting one factor among several considered by selecting officials.
3. After interviews are completed, Gallup mails a confidential feedback report directly to each applicant. You should receive this report within 2 months of your interview. You will also have the opportunity to discuss your results with the Gallup analyst who interviewed you. We urge you to take advantage of this developmental opportunity. If you have been interviewed by Gallup within the past 3 years, we will use the results of that interview. If it has been more than 3 years since the interview, you must request a new interview. Please note that Gallup research and our pilot testing shows that interview results normally do not change over time.
4. All interviews are conducted from Gallup's headquarters. You are urged to participate in the process to receive maximum consideration for selection. To schedule your interview, please call 1-800-789-3041 [if you are Overseas, call 402-951-2003 and ask for the Interviewing Center] before (INSERT DATE) and identify yourself as a candidate for the (INSERT JOB TITLE) position at the Corps of Engineers. Plan to schedule your interview between 0800 and 2000 hours (Eastern Time) between now and (INSERT DATE). Also, please complete the attached Interview Consent Notice and FAX to Gallup, attention Bill Thompson, 402-938-6741. Gallup must have this form in order to conduct the interview or release information.
5. To keep to our timetable, we urge you to respond quickly. Contact (INSERT NAME OF LOCAL POC) if you have any questions. Choosing someone from a group of top candidates is difficult because of the high caliber of applicants. I appreciate your time and patience, and wish you well.

FOR THE COMMANDER:

Encl

(INSERT SIGNATURE BLOCK)